Self-Assessment Report
Worksheet Evaluation

ASSESSMENT RUBRICS

In order to be able to assess each performance indicator according to the program shortcomings (D, W, and C) (if any), the evaluation judgment of each performance indicator is carried out by the aid of rubrics specially designed for this purpose.

EVALUATION JUDGMENT

The program readiness review worksheet summarizes the initial evaluation judgments of each program being considered for accreditation and/or extension of accreditation. It summarizes the identification of shortcomings concerning criteria. Shortcomings are shown as a **Deficiency (D)**, **Weakness (W)**, or **Concern (C)**. If no shortcomings are identified the program is considered to be in **Compliance with criteria (Y)**.

The weights of the criteria are calculated according to the following:

- Fully implemented and fully documented = 2
- Fully implemented and Partially documented = 1
- Other = 0

The evaluation judgment of each performance indicator is carried out by the aid of rubrics specially designed for this purpose (See the attached guide). and according to the following ratios:

Deficiency (D) (Lower than 75):

> A deficiency indicates that a criterion, policy or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.

Weakness (W) (75-84):

> A weakness indicates that a program lacks enough strength of compliance with a criterion, policy or procedure in a way that ensures that the quality

of the program will not be compromised. Therefore, remedial action is required to strengthen compliance with the criterion, policy or procedure prior to the next review.

Concern (C) (85 – 90):

A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.

Compliance with criteria (Y) (91 – 100):

An assurance that a program or institution meets established quality standards.

SAR Worksheet

Criterion 1: Students	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
1.1 Student Admissions					
1.2 Evaluating Student Performance					
1.3 Transfer Students and Transfer Courses					
1.4 Advising and Career Guidance					
1.5 Work instead of Courses					
1.6 Graduation Requirements					
1.7 Records of Student Work/Transcripts					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} / \textit{No. of Items} (= 7)$					
Evaluation % = $\text{The Arithmetic Mean} / 2$					

Criterion 2: Program Educational Objectives	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
2.1 Mission Statement					
2.2 Program Educational Objectives					
2.3 Consistency of the Program Educational Objectives with the Mission of the Institution					
2.4 Program Constituencies					
2.5 Process for Review of the Program Educational Objectives					
No. of weight repetitions =					
The Arithmetic Mean = $\sum No.\,of\,weight\,repetitions \Big/ No.\,of\,Items\,(=5)$					
Evaluation % = $The\ Arithmetic\ Mean \big/ 2$					

Criterion 3: Student Outcomes	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
3.1 Process for the Establishment and Revision of the Student Outcomes					
3.2 Student Outcomes					
3.3 Mapping of Student Outcomes to Criterion 3 Requirements for Student Outcomes					
No. of weight repetitions =					
The Arithmetic Mean = $\sum No.\,of\,weight\,repetitions \Big/ No.\,of\,Items\,(=3)$					
Evaluation % = $The\,Arithmetic\,Mean \Big/ 2$					

Criterion 4: Continuous Improvement	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
4.1 Documentation of Processes					
4.2 Student Outcome Assessment and Methods					
4.3 Assessment Schedule and Frequency					
4.4 Evaluation					
4.5 Using Results of Assessment and Evaluation for Continuous Improvement Actions					
4.6 Using Other Input for Continuous Improvement					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} \Big/ No.\,of\,Items\,(=6)$					
Evaluation % = $\text{The Arithmetic Mean} \Big/ 2$					

Criterion 5: Curriculum	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
5.1 Program Curriculum					
5.2 Course syllabus					
5.3 Educational Unit					
5.4 Credit Unit					
5.5 Advisory Committee					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} \big/ \textit{No. of Items } (= 5)$					
Evaluation % = $\text{The Arithmetic Mean} \big/ \mathbf{2}$					

Criterion 6: Faculty	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
6.1 Faculty Qualifications					
6.2 Faculty Workload					
6.3 Faculty Size					
6.4 Professional Development					
6.5 Authority and Responsibility of Faculty					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} \big/ \textit{No. of Items} (= 5)$					
Evaluation % = $\text{The Arithmetic Mean} \big/ \textbf{2}$					

Criterion 7: Facilities	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
7.1 Offices, Classrooms and Laboratories					
7.2 Computing Resources					
7.3 Guidance					
7.4 Maintenance and Upgrading of Facilities					
7.5 Library Services					
7.6 Overall Comments on Facilities					
No. of weight repetitions =					
The Arithmetic Mean = $\sum No.\,of\,weight\,repetitions / No.\,of\,Items\,(=6)$					
Evaluation % = The Arithmetic Mean $/2$					

Criterion 8: Institutional Support	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
8.1 Leadership					
8.2 Program Budget and Financial Support					
8.3 Staffing					
8.4 Faculty Hiring and Retention					
8.5 Support of Faculty Professional Development					
8.6 Academic Support Units					
8.7 Non-academic Support Units					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} \Big/ No. \, of \, Items \, (= 7)$					
Evaluation % = $\text{The Arithmetic Mean} \Big/ 2$					

Specific Program Criteria	The Weight			Reviewer	
	Implemented and documented (2)	Implemented and Partially Documented (1)	Others (0)	D, W, C or Y	Comments
1. Curricular Topis					
2. Faculty Qualifications					
3. Other (if any)					
No. of weight repetitions =					
The Arithmetic Mean = $\sum \text{No. of weight repetitions} / No.\,of\,Items\,(=3)$					
Evaluation % = $\text{The Arithmetic Mean} / 2$					

#	Criteria	Evaluation %	The Weight of Criteria %	Final Evaluation %	Reviewer Decisions
					D, W, or Y
1.	Students		10		
2.	Program Educational Objectives		13		
3.	Student Outcomes		13		
4.	Continuous Improvement		10		
5.	Curriculum		10		
6.	Faculty		10		
7.	Facilities		10		
8.	Institutional Support		10		
9.	Specific Program Criteria		14		
	Average Value		100%		

#	Criteria	Reviewer Decisions
		Comments
1.	**Students**	
2.	**Program Educational Objectives**	
3.	**Student Outcomes**	
4.	**Continuous Improvement**	
5.	**Curriculum**	
6.	**Faculty**	
7.	**Facilities**	
8.	**Institutional Support**	
9.	**Specific Program Criteria**	